

Air Tanker Base

Checklist #19

(This review is based on the Interagency Air Tanker Base Operations Guide, Appendix G: Air Tanker Base Readiness Evaluation.)

Location:

Date:

Respondent:

Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
BASE FACILITIES AND COMMUNICATIONS		
	1. Dispatch office space is adequate.	
	2. Visibility of arriving and departing aircraft is adequate.	
	3. Dispatch office space is well-organized (materials and references accessible and labeled, maps on wall).	
	4. Base has backup/auxiliary power system.	
	5. Communication plan is posted in dispatch and pilot ready room.	
	6. Radio frequencies are posted.	
	7. Base has VHF-AM radio equipment.	
	8. Radio operator is trained in procedures and use.	
	9. Telephone system is adequate for mission.	
	10. Instructions and warnings for phone use are posted.	
	11. Appropriate phone numbers are posted (local dispatch, crash-rescue, FBO).	
	12. Public address system is adequate.	
	13. Pilot ready room/standby area are adequate.	
PLANNING AND ADMINISTRATION		
	14. References available at the base are accessible and current to include: a) aviation mgmt. manuals and handbooks	

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Code	Description	Remarks
	<ul style="list-style-type: none"> b) Interagency Air Tanker Base Directory c) Interagency Air Tanker Base Operations Guide d) contract administration manual or guide for appropriate agency e) hazardous materials requirements and procedures f) 14 CFR parts 61,91.119,135 g) Airman's Information Manual h) sunrise/sunset tables i) local environmental codes j) health and safety codes k) current air tanker contracts l) Air Tanker Performance Guide m) aircraft communications plan and frequency users guide n) NWCG Air Tanker Base Planning Guide o) Aviation Fuel Quality Control Program and USDI DM 1 Aviation Fuel handling Handbook p) Aircraft Rescue and Fire Fighting, 3rd Edition, International Fire Service Training Association, Oklahoma State University, 1992 q) geographic area mobilization plans and local plans from appropriate agencies r) Lot Acceptance, Quality Assurance, and Field Quality Control For Fire Retardant Chemicals, (NWCG Publication, PMS-444-1, July 1992, NIFC, NFES #1245) s) local pre-attack and dispatch maps t) Interagency Airspace Coordination Guide u) Incident/Accident (Aircraft Emergency Response) Action Plan v) agency contract administration guides w) training course material and videos. 	

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BASE OPERATIONS		
	15. Operations Guide is discussed with aircrews and base personnel.	
	16. Aircrews and base personnel are aware of national policy regarding provision of lunches to contract aircrews by government.	
	17. Lead plane policy and procedures are discussed with aircrews and dispatchers.	
	18. Aircrews and base personnel are aware of dispatch requirements in aircraft contract.	
	19. Aircrews and base personnel are aware of 15-minute dispatch/reaction time contract clause.	
	20. Aircrews and base personnel are aware of policies regarding startup/cutoff times and requirements for aerial supervision.	
	21. Aircrews and dispatchers are aware of the national policy regarding retardant drops in congested areas.	
	22. Transportation for aircrews to and from eating/sleeping facilities is adequate and personnel are aware of local policies.	
	23. Timekeeping clock is located in dispatch.	
	24. Aircraft timekeeping procedures have been established, reviewed with base personnel and aircrew, and are adequate.	

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	25. Base has an established plan for: a) flight dispatch b) flight plans c) flight following d) airspace coordination.	
	26. Local flight hazards map are posted: a) flight hazards map is accessible to dispatch and pilots. b) hazard map is the latest update. c) military training routes and special-use airspace (military operations areas, restricted areas, etc.) are clearly marked. d) hazard map has key identifying hazards.	
	27. Safety briefing is held with all aircrews regarding local known hazards.	
	28. Which version, if applicable, of CAHIS (aviation hazard) program does base use?	
	29. Personnel and aircrews are trained and use the SAFECOM reporting system.	
	30. Aircrews are aware of Form ATB-3, Flight Resource Order: Tactical Fixed-Wing.	
	31. Aircrews are aware of Form ATB-3a, Air Tanker Pilot's Flight Record.	
	32. Local Supplement is current and depicts or discusses: a) current organizational chart for air tanker base b) current organizational chart of local air attack organization c) current organization chart of agencies contracting organization d) current organization chart for dispatch organization e) current communications plan for phone and radio use f) allowable takeoff performance chart	

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	g) map of local area with predominant landmarks h) map with zones of influence/exchange/IA areas i) map with local airfield hazards/jettison area(s) j) road map of local area k) list of equipment and parts at the base l) fuels and fire behavior common to the area m) agency responsibilities (especially at interagency bases) n) duties and responsibilities of air tanker base personnel (as they differ from those in the Interagency Guide) o) local aircraft contract administration procedures p) use of forms and reports (aside from those outlined in the IATBOG) q) local procedures for payment of landing fees and airport use costs r) procedures for submission of payment documents s) retardant contract administration procedures t) retardant billing procedures u) local airfield management (procedures/regulations) v) use of night lighting equipment w) base electrical system (normal and emergency) x) maintenance of base facilities and equipment y) use of agricultural air tanker aircraft z) local procedures for hot-loading air tankers aa) retardant testing procedures bb) types of retardant/foams in use cc) retardant pumping procedures dd) retardant dropping in sensitive areas ee) wash down, draining, and spill	

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	procedures ff) parking/release of air craft procedures gg) preflight checks and engine run-up procedures hh) retardant/foam loading procedures; ii) procedures for contacting local fuel vendor jj) fueling areas and procedures kk) flight plan and flight following procedures (local, regional/state, and national) ll) local procedures for requesting temporary flight restrictions (FAR 91.137) mm) local crash-rescue organization and procedures.	
	33. Local Supplement contains fire overload contingency plan.	
	34. Personnel are aware of responsibility to submit Form ATB-8, Incident Fixed-Wing Base Daily Use and Cost Summary to Type I and II Incident Management Teams on a nightly basis.	
RAMP OPERATIONS		
	35. Location is acceptable.	
	36. Ramp can safely accommodate how many/much: a) air tankers in pits b) air tankers loading simultaneously c) air tankers in parking d) space for unavailable aircraft.	
	37. Ramp surface is in good condition.	
	38. Wind indicator(s) are properly placed.	
	39. Foreign object damage avoidance/dust control measures are in place.	

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	40. Warning signs are posted for: a) no smoking b) hazardous area c) authorized parking signs d) signing and making for ramp security e) vehicle control signs designating restricted areas.	
	41. Ramp is fenced.	
	42. Ramp can be secured.	
	43. Overall security is adequate.	
	44. Vehicle parking is adequate.	
	45. Aircraft-type fire extinguishers are located at each loading pit and meet standards for: a) proper type b) capacity c) condition d) date last inspected.	
	46. Air tanker base personnel received training in crash/rescue procedures and extinguisher use within the past 12 months.	
	47. Number of chock blocks for home-base aircraft is sufficient. Personnel have been trained in chock block use.	
	48. Night lighting kit is available for night maintenance.	
	49. First aid kit is available and adequate.	
	50. Allowable takeoff performance chart for base is completed and current, reflecting airport improvements.	
	51. Grounding/bonding rods are available for fueling operations. Proper fueling procedures are followed.	

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	52. Auxiliary fuel storage meets standards for: (include type, if applicable) a) capacity b) type of fuel stored c) transfer facilities d) ground reels e) adequate spill containment f) condition of storage and pumping equipment g) problems with storage facilities.	
	53. Ladders to top of tanks meet safety specifications.	
	54. Walkways on tanks are painted with non-skid paint.	
	55. Pump shafts have guards.	
	56. Electrical equipment is properly grounded.	
	57. Eyewash and emergency shower facilities are available.	
	58. PPE is available and training complete.	
	59. Parking tender-to-aircraft communications are adequate.	
RETARDANT OPERATIONS		
	60. Is this a contract- or government-operated base?	
	61. Retardant mixing and storage equipment is owned by retardant company or by the Government.	
	62. List types of retardants used at this base.	
	63. Agency responsible for contracting responsibility has performed a cost-benefit analysis that supports use of a particular retardant or company.	

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	64. Storage capacity: a) wet b) dry.	
	65. Covered storage area for retardant is adequate.	
	66. Adequate supply of retardant is available. Personnel are aware of reorder process.	
	67. Retardant testing equipment and charts are available and personnel are trained in their use.	
	68. Proper charts are being used for type of retardant in use.	
	69. Retardant metering devices are properly used. Last calibration date	
	70. Loading capability is adequate for level of activity for zone of influence.	
	71. Water supply is adequate. Gallons available for immediate use	
	72. Off-loading capability is adequate.	
	73. Retardant spills and wash down areas are drained properly.	
	74. Pumping system (hose, caps, lines, pumps) is in good working condition.	
	75. Does the base "hot-load" air tankers? a) If yes, have all personnel received the required training for that operation? b) Letter of authorization is in Base Supplement.	

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	76. Retardant samples are sent to San Dimas with each load of new retardant. a) Feedback is received from San Dimas on sample submitted. b) Corrective action, if required, is taken in a timely manner.		